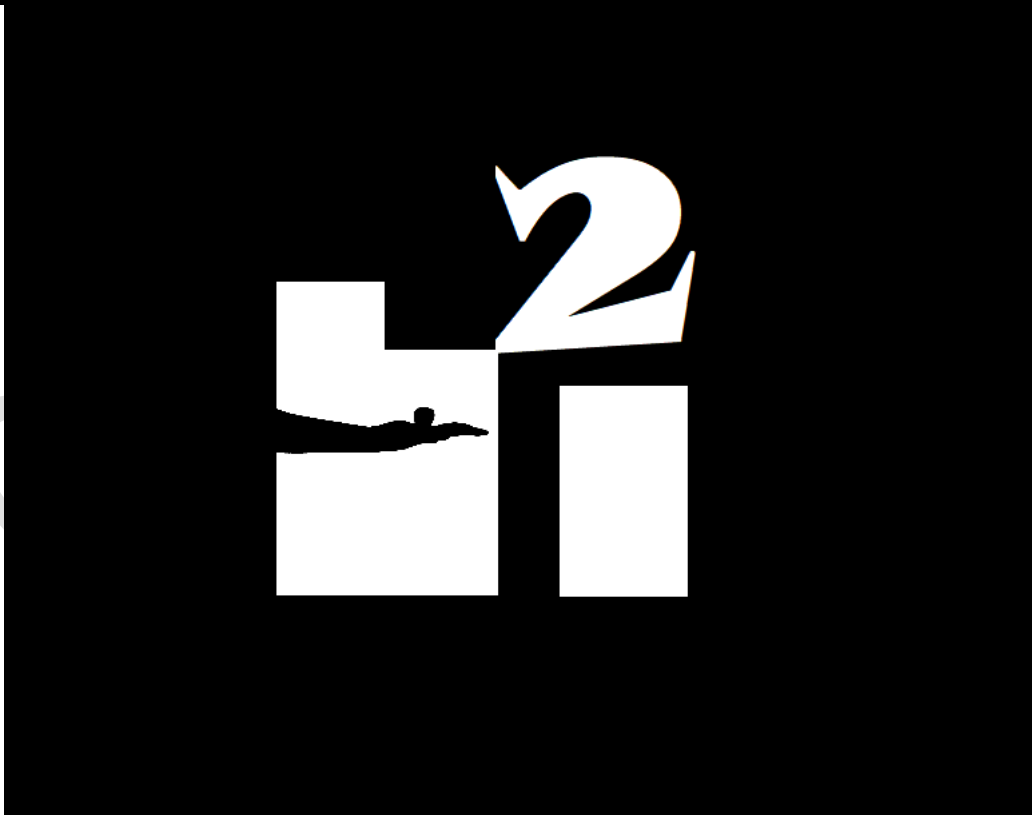




GAUTENG T² TABLE TENNIS CLUB CONSTITUTION



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1) NAME & AFFILIATION

1. The name of this sports club is “Gauteng T² Table Tennis Club” and is established in the Republic of South Africa.
2. Hereinafter shall be referenced or referred to with the name “T²”.
3. T² shall, within reason and feasibility, become affiliated with the Johannesburg Table Tennis Association (J.T.T.A), and by extension, become affiliated with the Gauteng Table Tennis Federation (G.T.T.F.), and by extension, become affiliated with the South African Table Tennis Board (S.A.T.T.B), and by further extension, become affiliated with the International Table Tennis Federation (I.T.T.F).
4. T² shall, within reason and feasibility, establish and operate at multiple venues, each having their own unique name which comprises of the name “T²”, followed by the venue’s suburb name⁽¹⁾, and if necessary, further followed by a unique alphabet phonetic⁽²⁾.

(1) illustrative example = “T² Crosby”, “T² Robertsham”, “T² Roosevelt Park”

(2) illustrative example = “T² Crosby Alpha”, “T² Crosby Bravo”

2) EMBLEM AND COLOURS

1. The emblem of T² shall be a square shaped Monochrome lettering of the letter ‘T’ and the number ‘2’. There is further an optional symbolic silhouette of a table tennis service presentation of the ball, to emphasize T²’s primary interest of serving the best interests of the sport of Table Tennis. Other variations to this optional symbolic silhouette may be utilized with the approval of the Executive Committee of T².
2. The Official T² Kit or attire of T² shall be Black/Grey Trackpants/Shorts/Skirts and Black/Grey T-Shirts (collared or uncollared), with minimal optional white/black/grey/silver accents or logo branding.
3. Variations of the Emblem or the use thereof may only be employed with the approval of the Executive Committee of T².

3) OBJECTIVE

1. T² shall to the best of its ability at all times endeavor to promote and develop Table Tennis throughout it’s area of influence, in a transformational and inclusive manner in order to give equitable access to the sport of table tennis to all persons residing in the area of influence.
2. To raise funds and generate income and to utilize resulting income to subsidize the maintenance, upkeep, and expansion of facilities for use primarily by its members, and to fulfill the purposes of T² and operate in a non-profit manner and with an altruistic or philanthropic intent.
3. To promote, market and further the sport of table tennis throughout our area of influence, especially amongst the youth, whilst being transparent to it’s members about all aspects of the management and funds of T².

4) PURPOSE

1. To be transparent to its members in terms of its finances, objectives, purpose and decisions. T² is committed to maintaining open channels of communication between it’s members and T² officials. We encourage transparent, respectful, and constructive (but formal written) dialogue to

Initialed by: Chairperson: _____ Deputy Chairperson: _____ Secretary: _____ Treasurer: _____

ensure everyone's voice is heard and valued. This commitment fosters an inclusive collaborative environment where ideas can be shared freely, concerns can be addressed promptly, and a sense of community and mutual support is strengthened.

2. With exception to non-paying members, or members whose membership is not in good standing - to promote and encourage inclusion irrespective of T² member's gender, race, colour, creed, religion, politics, financial statuses, or other grounds. There would however be the expectation to categorize members based on age, gender, skill level, and other grounds – all of which will be evaluated by formal records.
3. To help develop good ethics, sportsmanship and responsibility amongst T² members.
4. To provide table tennis instruction and coaching to T² members.
5. To offer T² members training in table tennis officiating and create a supportive environment for gaining practical experience in officiating.
6. To provide the opportunity for league and tournament level competition.
7. To host and incentivize guests who have extraordinary experience, influence, resources or expertise in their respective field(s).
8. To designate and/or sponsor representation at international or domestic table tennis tournaments.
9. To own property and other possessions, and/or secure assets and or consumables for use or resale, or make investments to further its objectives or for it's funding.
10. No resources will be used, directly or indirectly, to support advance or oppose any political party.
11. No activity will directly or indirectly promote the economic self-interest of any fiduciary or employee of T² other than by way of reasonable remuneration, unless approved as a common interest of the T2Executive.
12. Not support, endorse, nor encourage support for any entity or group that is known to be corrupt, violent or involved in any activities that violate fundamental human rights and ethical principles.
13. Dissociate from any entity, group or individual that does not align with our values.
14. The funds of T² will be used solely for the objects for which it was established.
15. No remuneration will be paid to any employee, office bearer/officer, committee, member, or other person, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered and has not and will not economically benefit any person in a manner which is not consistent with its objectives and purposes.
16. The financial transactions of T² shall primarily be conducted by means of a banking account, the only other means would be cash transactions provided that there is an accurate written record or log of such cash transactions.
17. The financial year of the organization ends on 30th November each year.
18. To promote, market and further sports throughout our area of influence. Especially sports very similar to table tennis, Example but not limited to TTX or Teqball.
19. Where possible, to assess, serve and uplift the needs, welfare, health, safety, and quality of life of our community within our area of influence.
20. To encourage or incentivize people, businesses, or other organizations in contributing towards the purposes and objectives of T².

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21. When practical and feasible, to apply for Income Tax Exemption in terms of a Public Benefit Organization Act as per the Income Tax Act (ITA), Section 10(1)(cO) read with Section 30A.
22. No donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of section 18A of ITA: Provided that a donor (other than a donor which is an approved public benefit organisation or an institution, board or body which is exempt from tax in terms of section 10(1)(cA)(i) of the act, which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.
23. To exist in its own right, separately from its officers and/or members.
24. To be able to sue and be sued in its own name.

5) SCOPE

1. These concepts, rules and by-laws so incorporating the constitution shall apply without exception to all T² members, while participating in any activity relating to, sponsored by, or representing T² in any way, whether at home or away.
2. Applicable concepts, rules and by-laws shall also apply to prospective members, guests, and visitors when at T² venues, facilities or using T² equipment or assets.

6) ORGANIZATION

1. Active members of T², elected and accepting or, appointed and accepting, the duties of the following positions are considered primary officers and the Executive Committee of T²:
 - a. Chairperson
 - b. Deputy Chairperson
 - c. Secretary
 - d. Treasurer
2. These Executive officers take on the power and authority that it believes it needs to, to be able to achieve the objectives of the organization.
3. These Executive officers are to be elected annually by a majority vote of all eligible and entitled voting members at the annual meeting of T², and they shall hold office until the next Annual General Meeting, or until their successors are elected and qualified.
4. Election/appointment of Executive officers shall be for a one-year term at the annual general meeting.
5. Elections may take place either in person or virtually through electronic voting forms accessible over a designated timeframe. To be eligible for candidacy, individuals must receive nominations and seconds from other eligible voting members. Approval shall be granted through a majority vote of eligible voting members. The voting process shall ensure transparency, with the identities of candidates, nominees, nominators, and votes disclosed to all T² members.
6. Each officially recognized T² Venue shall establish a Venue Committee consisting of the following secondary officer roles:

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- a. Committee Lead (Reports to Deputy Chairperson)
 - b. Committee Administration Lead (Reports to Secretary)
 - c. Committee Finance Lead (Reports to Treasurer)
7. Other officers may be elected or appointed by the Executive Committee to further and fulfill the purpose, objectives, and interests of T².
 8. T² may not give any of its money or property to its officers or members. The only time it can do this is when it is in debt to the member for an approved expense, or it pays for work that an officer/member has done for T², or as an incentive or reward that a member has performed within T². The payment must be a reasonable amount for the work that has been done, or the accomplishment of the officer/member, limited to the market value of such service with the provision of allowances taking into account the circumstances behind the work, service or expense.
 9. Officers and members are responsible for the upkeep of their copy and familiarity with this constitution.
 10. Resignation/termination of office shall be so indicated in writing to the Secretary and Chairperson. In the event of the resignation/termination of office by the Chairperson, the Deputy Chairperson will automatically become Chairperson, and will continue to hold this office until the normal term of the Chairperson is terminated. Upon resignation of office, the resignee/terminee will, within seven days of resignation/termination, turn over to the Secretary and Chairperson, all correspondence and other materials pertaining to T².
 11. In the event of the death, abscondment, or grave laxness of officers, the remaining officers may nominate any existing member to fulfill the role on an acting basis.
 12. Officers of T² shall not be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the officer is performing functions for or on behalf of T².
 13. T² shall continue to exist even when its membership changes and there are different officers.
 14. Members or office bearers of T² are restricted from claiming ownership over T²'s assets. They are only permitted to utilize T²'s property in accordance with a fair usage policy under reasonable circumstances.
 15. Members or office-bearers are not liable for any of the obligations and liabilities of T² solely by virtue of their status as members or office-bearers of T².
 16. Venue Committees are entrusted with operational and administrative autonomy in the execution of their venue-specific responsibilities provided that:
 - a. All venue committee decisions, activities, and plans must remain in alignment with the T² Constitution and policies set by the Executive Committee.
 - b. All venue committee decisions, activities and plans must be proactively communicated to the Executive Committee.
 - c. Any conflict between venue committee decisions and the overarching Executive Committee policies shall be escalated to the Chairperson for resolution.
 - d. While venue committees function independently at their venues, they remain accountable to the Executive Committee in terms of reporting, governance compliance, and strategic alignment.

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- e. Executive Committee members may also serve concurrently as Venue Committee members, provided they are actively involved at that specific venue. In such cases, they shall assume the full responsibilities and duties of both their Executive position and their designated Venue Committee role, without exception. Dual service must be declared and recorded in meeting minutes.

7) OFFICERS

1. Executive Officers in T² shall be those persons accepting fiduciary responsibility for the overall operation and success of T² across all venues. These Executive Officers are empowered with executive decision-making authority. They shall oversee all T² Venue Committees and ensure standardization of policy and uniform adherence to the Constitution.
2. Executive Officers of T² may not be connected persons to each other, nor relatives within the third degree of consanguinity.
3. Executive Officers of T² shall only be eligible for office if they have been members of T² for at least Ninety-Two (92) days prior to being nominated and elected for office.
4. Only those members who have paid at least 30% of their Membership Fees for the upcoming/current annual cycle may be considered as eligible for office and for voting privileges at the AGM.
5. Members seeking nomination for office must provide a police clearance certificate in accordance with Children's Act 38 of 2005, Chapter 7, Section 123. The certificate must not exceed 5 years in age. If the certificate is over a year old, an affidavit confirming the absence of their listing in the Child Protection Register (CPR) since the date of the clearance certificate (as submitted to T²) is required. In the event that a member has not yet submitted their police clearance certificate and is elected to office, their role will be limited to acting capacity until the certificate is received by the T² office.
6. Executive Officers of T² shall be classified into Four (4) types:

a. Chairperson

- i. Chairs and conducts general membership and other meetings, as appropriate, and decides who addresses the chair.
- ii. Responsible for the proper operation and conduct of T².
- iii. Administers necessary action to uphold and implement the concepts and rules governing T², as set forth in the constitution, by-laws and/or other documents of T², as appropriate by T²'s general membership.
- iv. Shall establish committees and set their scope where appropriate.
- v. Coordinates activities of T² officers and committees.
- vi. Assists T² officers and committees with guidance in the performance of their duties where applicable.
- vii. Shall appoint officers with the approval of a majority vote of current, eligible members.
- viii. Coordinates scheduling of matches, tournaments, practices, clinics and meetings with facility officials, T² officers and/or other persons concerned.
- ix. Shall prescribe disciplinary action and execute the same.

Initialed by: Chairperson: _____ Deputy Chairperson: _____ Secretary: _____ Treasurer: _____

- x. Submits agenda items to Secretary prior to general meetings.
- xi. Prepares correspondence in communication with other agencies or persons, locally or internationally, in the best interests of T², as required.
- xii. Rule on questions of procedure and points of order.
- xiii. Prevent irrelevant discussion, offensive statements and excessive heckling at meetings.
- xiv. Preserve order by naming offenders and to ask for the removal of any person who fails to comply with the orders from the chair.
- xv. May adjourn meetings if it becomes unruly, quorum lapses, or by discretion.

b. Deputy Chairperson

- i. Administers necessary action to uphold and implement the concepts and rules governing T², as set forth in the constitution, by-laws and/or other documents of T², as appropriate by T²'s general membership.
- ii. Submits agenda items to Secretary prior to general meetings.
- iii. Shall act as Chairperson in the absence of the Chairperson or at the Chairperson's direction.
- iv. Shall, with the approval of a majority vote of current Executive Officers establish committees and set their scope.
- v. With the approval of the Chairperson - chairs and conducts general membership and other meetings, as may be required.
- vi. Attends general meetings and other meetings, as required.
- vii. Prepares correspondence in communication with other agencies or persons, locally or internationally, in the best interests of T², as required.
- viii. Keeps an accurate record of attendance at all meetings and T² sessions.
- ix. Prepares and maintains an inventory of all equipment and their locations belonging to T². Institutes careful consideration of the usage and storage of such equipment. Presents such information as may be required for strategic or statistical purposes at meetings.
- x. To open and/or maintain a banking and/or savings account in the name T² and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Treasurer, and/or Secretary.
- xi. Assists Venue Committee Lead officers with guidance in the performance of their duties where applicable.
- xii. Accountable for the proper operation and conduct of Venue Committee Leads.
- xiii. Prepares and provides guidelines of the scope and expectations of Venue Committee Leads and/or their sub-ordinates.

c. Secretary

- i. Administers necessary action to uphold and implement the concepts and rules governing T², as set forth in the constitution, by-laws and/or other documents of T², as appropriate by the T²'s general membership.
- ii. Submits agenda items to Chairperson prior to general meetings.
- iii. Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- iv. Records and prepares minutes of meetings, keeps an accurate record of business transacted at all meetings.
- v. Prepares correspondence in communication with other agencies or persons, locally or nationally, in the best interests of T², as required.
- vi. Attends general meetings and other meetings, as required.
- vii. Shall prepare and distribute correspondence, notices, minutes, agendas, schedule regulations, etc., that are not specifically assigned or accessible to others.
- viii. To open and/or maintain a banking and/or savings account in the name T² and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Deputy Chairperson, and/or Treasurer.
- ix. Prepares correspondence in communication with other agencies or persons, locally or nationally, in the best interests of T², as required.
- x. Prepares and maintains a database of all information of members, along with their registration forms. Presents such information as may be required for strategic or statistical purposes at meetings.
- xi. Prepares and maintains a database of private credentials and recovery details of official T² email addresses.
- xii. Assists Venue Committee Administration Lead officers with guidance in the performance of their duties where applicable.
- xiii. Accountable for the proper operation and conduct of Venue Committee Administration Leads.
- xiv. Prepares and provides guidelines of the scope and expectations of Venue Committee Administration Leads and/or their sub-ordinates.

d. Treasurer

- i. Act as custodian of all dues, fees and other income, maintaining proper records of same and reporting such for meetings.
- ii. Conducts comprehensive audits on the T²'s balance sheets, statements and receipts.
- iii. To open and/or maintain a banking and/or savings account in the name T² and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments

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shall be signed by at least one other signatories from amongst the Chairperson, Deputy Chairperson, and/or Secretary.

- iv. Keeps an accurate record of Bank Statements and avails such at meetings when required.
- v. Acts as trustee of T² funds, in the best interests of T², which includes being entrusted to commit T² to financial arrangements with outside vendors and for possible financing with banking institutions.
- vi. Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- vii. Shall, with the approval of a majority vote of current officers establish the financial limitation of committees.
- viii. Submits agenda items to Secretary prior to general meetings.
- ix. Attends general meetings and other meetings, as required.
- x. Forwards warning notices to members 7 days in arrears in dues and terminates their membership at 30 days in arrears.
- xi. Assists Venue Committee Finance Lead officers with guidance in the performance of their duties where applicable.
- xii. Accountable for the proper operation and conduct of Venue Committee Finance Leads.
- xiii. Prepares and provides guidelines of the scope and expectations of Venue Committee Finance Leads and/or their sub-ordinates.

7. Venue Committees shall be classified into Three (3) types:

a. Committee Lead

- i. Reports directly to the Deputy Chairperson of T².
- ii. Shall serve as the senior operational authority for their designated venue, acting under the direct supervision and authority of the Deputy Chairperson, and shall be responsible for the overall management, coordination, and proper functioning of all venue activities and the Venue Committee.
- iii. Shall administer necessary action at the venue to uphold and implement the concepts and rules governing T² as set forth in the constitution, by-laws, and other governing documents, policies and procedures, ensuring all venue operations align with the directives of the executive officers.
- iv. Shall preside over and chair all meetings of the venue committee and any venue-specific general sessions, ensuring orderly conduct and adherence to T² meeting protocols.
- v. Shall, in consultation with the Deputy Chairperson, establish such sub-committees or working groups as may be necessary for the effective operation of the venue, subject to the approval and scope limitations set by Executive Officers.
- vi. Shall submit agenda items pertaining to venue operations, equipment needs, or committee business to the Secretary in advance of general meetings, as required.

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- vii. Shall maintain an accurate and current inventory of all equipment, assets, and property of T² located at or assigned to the designated venue, or in their person. Shall institute careful consideration and oversight of the usage, storage, maintenance, and security of such equipment.
 - viii. Shall present venue equipment inventory reports and operational status updates to the Deputy Chairperson upon request, and shall provide such information as may be required for strategic or statistical purposes at general meetings.
 - ix. Shall act as the primary point of contact and liaison between the Venue Committee and the Executive Officers, ensuring clear communication of directives, policies, and expectations between the two bodies.
 - x. Shall coordinate the activities of the Venue Committee Finance Lead and Venue Committee Administration Lead in scope of their duties, ensuring that each performs their duties in accordance with the guidelines and expectations established by the Club Treasurer and Club Secretary respectively.
 - xi. Shall not have independent authority to open or maintain banking or savings accounts in the name of the Venue or the club, nor authority to draw, accept, endorse, or execute bills of exchange, promissory notes, cheques, or other negotiable instruments connected with the business of the club.
 - xii. Shall not commit the club to any financial arrangement, contract, or binding agreement with outside vendors, venues, or other third parties without the prior review and approval of the Executive Officers.
 - xiii. Shall prepare correspondence in communication with venue members regarding operational matters, scheduling, and venue-specific announcements. Correspondence with external agencies or persons on behalf of the Club shall be coordinated with and approved by the Club Secretary or Deputy Chairperson.
 - xiv. Shall attend all general meetings and other meetings as required.
 - xv. Shall, in the absence of direction from the Executive Officers, exercise reasonable discretion in the day-to-day operation of the venue, provided that all actions taken are consistent with the constitution, by-laws, and established policies and procedures of T².
 - xvi. Acknowledges that the Club Deputy Chairperson is accountable for the proper operation and conduct of the Venue Committee Lead and shall adhere to all guidelines, expectations, and directives provided by the Deputy Chairperson and the Club Executive Officers in the execution of these duties.
 - xvii. Shall represents the venue, it's members and it's area of influence in inter-venue or T²-wide discussions.
 - xviii. Coordinates internal logistics and code of conduct discipline at their venue.
 - xix. May appoint sub-ordinates to assist and deliver on their scope and expectations.
 - xx. Escalates to the Chairperson should their direct report be unavailable or incapable of mentoring, guiding and/or assisting within a reasonable timeframe.
- b. Committee Administration Lead
- i. Reports directly to the Secretary of T².

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- ii. Shall serve as the principal administrative representative for their designated venue, acting under the direct supervision and authority of the Secretary.
- iii. Shall administer necessary action at the venue to uphold and implement the concepts and rules governing T² as set forth in the constitution, by-laws, and other governing documents, policies and procedures, ensuring all venue operations align with the directives of the executive officers.
- iv. Shall keep an accurate record of attendance at all venue meetings, sessions, and events, and shall forward a summary of such attendance records to the Club Secretary for inclusion in T²'s centralized attendance records.
- v. Adheres to T² administrative and procedural policies and reporting timelines.
- vi. Shall record and prepare minutes of all Venue Committee meetings and shall submit a copy of said minutes to the Club Secretary for inclusion in the T²'s permanent records within seven (7) days of the meeting.
- vii. Shall maintain an accurate and current record of all business transacted at the venue level, including but not limited to decisions of the Venue Committee, local event planning notes, and venue-specific operational matters.
- viii. Shall maintain a current and accurate database of all members affiliated with the venue, including but not limited to contact information, attendance records, and registration forms. Shall provide such information to the Secretary upon request for the maintenance of the T²'s central membership database and records.
- ix. Shall prepare and distribute venue-specific correspondence, notices, agendas, and announcements to venue members as required. Copies of all formal venue correspondence shall be provided to the Secretary for archival purposes.
- x. Shall submit agenda items pertaining to venue administration or venue committee business to the Secretary in advance of general meetings, as required.
- xi. Shall not undertake correspondence or communication with external agencies, persons, or organizations on behalf of the T² without the prior review and approval of the Secretary. All official T² correspondence shall be routed through the Secretary's office, or the office of the Chairperson.
- xii. Shall not have signatory authority on any banking or savings account of the Association, nor authority to draw, accept, endorse, or execute bills of exchange, promissory notes, cheques, or other negotiable instruments connected with the business of T².
- xiii. Shall assist the Venue Committee Finance Lead and other venue officers with administrative support in the performance of their duties, including but not limited to the preparation of meeting materials, maintenance of attendance logs, and distribution of financial notices as directed.
- xiv. Shall attend general meetings and other meetings as required by the Club Secretary or Venue Committee Chair.
- xv. Shall forward all membership registration forms and updated member information to the Club Secretary in a timely manner to ensure the accuracy and completeness of the T²'s central membership database and records.

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- xvi. Shall not have access to, nor maintain records of, private credentials or recovery details of T² email addresses or other secure Association digital assets, such access and record-keeping being reserved exclusively for the Secretary.
 - xvii. Acknowledges that the Club Secretary is accountable for the proper operation and conduct of the Venue Committee Administration Lead and shall adhere to all guidelines, expectations, and directives provided by the Secretary in the execution of these duties.
- c. Committee Finance Lead
- i. Reports directly to the Treasurer.
 - ii. Shall serve as the principal financial representative for their designated venue, acting under the direct supervision and authority of the Treasurer.
 - iii. Shall act as custodian of all venue-specific income, including but not limited to local membership or event fees, proceeds, equipment sale proceeds, and dues collected at the venue level, and shall issue official receipts for all monies received.
 - iv. Shall maintain a detailed and accurate ledger of all venue financial transactions, including income, petty cash disbursements, and expenses, and shall make such records available to the Treasurer upon request for audit or reporting purposes.
 - v. Shall deposit all venue funds received into T²'s designated central bank account(s) in a timely manner, as prescribed by the Treasurer. The Venue Committee Finance Lead shall have no authority to open or maintain separate banking or savings accounts in the name of the venue or that of T².
 - vi. Shall reconcile the venue ledger against bank deposit records on a monthly basis and submit a summary of said reconciliation to the Treasurer prior to each general meeting.
 - vii. Shall operate strictly within the financial limitations and scope established for the venue committee by a majority vote of Officers, and shall not commit T² to any financial arrangement with outside vendors or financial institutions.
 - viii. Shall immediately notify the Club Treasurer of any member of the venue who becomes three (3) days in arrears on venue-related fees or dues, providing all necessary information to facilitate the issuance of formal warning notices and termination proceedings as outlined in the constitution.
 - ix. Shall provide guidance and support to other members of the Venue Committee regarding proper financial procedures, expense submission, and adherence to the T²'s fiscal policies.
 - x. Shall submit agenda items pertaining to venue finances to the Club Treasurer in advance of general meetings, as required.
 - xi. Shall attend general meetings and other meetings as required by the Club Treasurer or Venue Committee Lead.
 - xii. Shall, with the prior approval of the Club Treasurer, facilitate the sale of T² equipment, merchandise, or other approved items at the venue for the express purpose of raising funds for T². All such sales shall be conducted in accordance with pricing guidelines and procedures established by the Treasurer, and all

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proceeds shall be recorded, receipted, and deposited in the same manner as other venue income.

- xiii. Shall maintain a current inventory log of all sellable equipment or merchandise held at the venue or in their person, for fundraising purposes, including quantities on hand, items sold, and remaining stock, and shall provide such inventory reconciliation to the Treasurer upon request.
- xiv. Acknowledges that the Club Treasurer is accountable for the proper operation and conduct of the Venue Committee Finance Lead and shall adhere to all guidelines, expectations, and directives provided by the Treasurer in the execution of these duties.

8) MEMBERSHIP

- 1) Membership to T² shall be applicable and available to the general public subject to the submission of relevant forms, fees and documentation as prescribed by the officers of T².
- 2) Members of T² should disclose if they are listed in Part A or Part B of the National Child Protections Register. Membership of any persons listed in Part A or Part B of the National Child Protections Register shall be revoked and terminated until such time they are able to produce a police clearance in their reapplication for membership to T².
- 3) Membership to T² is non-transferrable and neither are Members permitted to resell Membership.
- 4) Members of T² shall be provided with proof of membership by means of a membership card which includes the Membership Identity Number/Code, the Name(s) and year/period of membership that the person has been approved for.
- 5) Members of T² may be expected to present such proof of their membership as and when deemed appropriate, and on failure to present such proof – the members may be asked to leave the vicinity where Members have gathered, until such time that they are able to present such proof.
- 6) Only Members in good standing with T² will be eligible for T² membership privileges. Members of T² who owe fees/funds to T², or have conflicts of interest, exercise self-interest, display divided loyalties, solicit or entice T² members for personal gain or the benefit of other clubs or organizations (with exception to presiding affiliate bodies and the purpose and objectives mentioned herein), and/or demonstrate misalignment of priorities with T²'s values, mission, and activities, shall have their membership privileges limited or revoked. They will not be entitled to vote at any Annual or Special General Meeting and shall be ineligible for election to the Executive Committee.
- 7) Any officer of T² may submit a formal appeal should they believe a member or fellow officer is not in good standing with T², and the matter shall be decided by the majority of the remaining other officers. Such appeal shall be considered valid for 7 days prior, and 7 days post the appeal date or until the majority of the remaining other officers have ruled. As such, any election results during such time may be affected by such appeal, and if the appeal is ruled to be valid – then the outcome and affected election results must be formally communicated to all voting T² Members.
- 8) Membership in T² shall be classified into Five (5) types:

a. Active Senior Membership

- i. Available to any person.
- ii. Active Members 18 years or older have full privileges of T².

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- iii. Active Members younger than 18 years shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- iv. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

b. Affiliate Membership

- i. Available to any school governing body and their enrolled learners.
- ii. Affiliate Members have limited privileges of T², shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- iii. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

c. Allied Membership

- iv. Available to any person who is a member of a club/association that T² is affiliated with.
- v. Allied Members have limited privileges of T², shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- vi. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

d. Active Junior Membership

- i. Available to any person under the age of 18, and either formally enrolled with an Affiliate Member, or an Associate Member who has authority and accountability over them.
- ii. Junior Members have limited privileges of T², shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- iii. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

e. Honorary Membership

- i. A membership status given to a person who, by the judgment and approval of the Chairperson and Deputy Chairperson, has made unusual and extraordinary contributions to the sport of table tennis, T² or the community.
- ii. Honorary Members have full privileges of T².

f. Associate Membership

- iii. Available to any person.
- iv. Associate Members 18 years or older have full privileges of T² provided that they have at least a 50% attendance record for the previous annual period. Should they not have a 50% attendance record for the previous year (from the start of the year, not from the start of their membership), then they shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- v. Associate Members younger than 18 years shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.

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- vi. Where applicable, application and payment of dues and fees shall be made to the Treasurer.
- vii. For every three Active memberships (Junior or Senior) from a single household, a predetermined number of Associate memberships should be provided to persons of the same household, free of charge.

9) MEETINGS

- a. Annual General Meetings (AGM) will be held each Summer for the purpose of electing Executive Officers, acting on any suggested changes in the constitution, by-laws or rules and regulations, as well as to conduct any other business in the interest of T² for the next annual cycle. Quarterly General Meetings (QGM) will be held in person at each venue for the purpose of electing Venue Committees for that specific venue.
- b. A fourteen (14) day prior notice/invitation is required to all members of T² for Annual General Meetings.
A seven (7) day prior notice/invitation is required to all venue participating members of T² for Quarterly General Meetings.
- c. Changes to the constitution may also be facilitated by a Special General Meeting (SGM) specifically designated for such changes. The resolution has to be agreed upon and passed by not less than two thirds of the officers at such Special General Meeting. A written notice must be issued fourteen (14) days in advance of a meeting specifically aimed at changes to the constitution.
- d. General Meetings (GM) may be called at any time the Chairperson deems it advisable, to be held either privately, or in conjunction with the regular member recreational or tournament play activities.
- e. Special Committee Meetings (SCM) may be called as necessary by the Chairperson or Committee Lead, with a 24 hour prior notice required.
- f. The quorum for meetings shall be as follows:
 - 1. AGM = half plus one of the total number of Executive and Committee Officers
 - 2. QGM = plus one of the total number of Venue Committee Officers
 - 3. SGM = half plus one of the total number of Executive Officers
 - 4. GM = half plus one of the total number of Executive Officers
- g. Should such numbers not be present at any meeting within fifteen (15) minutes duly convened, then the meeting shall be adjourned for not more than thirty (30) days, and the Secretary / Admin Lead(s) shall notify each eligible participating members of the date, place, and time on which the adjourned meeting shall be held. Should, as such adjourned meeting, the necessary quorum not be present, then the members present shall act and transact business as though they formed a quorum.
- h. Any member of office who without the consent of the Chairperson shall have failed to attend four (4) consecutive meetings without reasonable excuse, shall, if the Chairperson so resolve, cease to be an officer.
- i. Executive Officers shall meet at least once a month, or as often as the business of T² may require.

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Venue Committee Officers shall meet at least once a fortnight, or as often as the business of that specific T² venue may require.

- j. Minutes of meetings shall be kept safely by the Secretary/Admin Lead(s) and always be available for officers to consult with.

10) Voting

- a. Normally, decisions made at any general meeting will be made by majority vote of those current, eligible members present at the meeting.
- b. Resolutions and Voting shall be made at the specified meetings in accordance with the following guidelines:
 - 1. AGM = Eligible Members who are actively participating, or formally submitted a proxy vote via the Secretary, shall cast one vote,
 - 2. QGM = Eligible Members who are actively participating shall cast one vote
 - 3. SGM / GM =
 - i. A Venue Committee officer or an acting Executive officer who is temporarily serving in place of the elected and approved Executive officer, or an elected Executive Officer due to non-submission of a Police Clearance Certificate (PCC), shall have the authority to cast one vote.
 - ii. An elected and approved Executive officer, upon submission of a valid Police Clearance Certificate (PCC), shall be entitled to cast two votes.
 - iii. If the elected Chairperson is serving in an acting capacity due to non-submission of a Police Clearance Certificate (PCC), they shall retain the right to cast two votes.
 - iv. The elected and approved Chairperson, upon submission of a Police Clearance Certificate (PCC), shall have the privilege of casting three votes.
- c. Eligible members are only those who have been members for at least 3 consecutive months and where applicable, have settled their respective membership fees in full.
- d. Only at the Annual General Meeting will proxy votes be accepted from current, eligible members in their absence, providing the absent member makes themselves aware of the agenda and records a vote(s) with the Secretary prior to the meeting.
- e. Venue Committees shall be elected quarterly by active senior members who regularly attend sessions at that venue. Regular session attendance shall be determined by attending at least five (5) sessions at that specific venue in the previous quarter. The election process shall be facilitated by the Chairperson, or a designated neutral party if the Chairperson is a nominee. Candidates must be nominated and seconded by any two active senior members from that venue, and voting must be transparent, fair, and recorded.
- f. The Annual cycle of T² operations shall commence on December 1st of each year and conclude on November 30th of the following year.

11) DUES AND OTHER FEES

- a. Memberships may be structured annually, or monthly, or per session as feasible. The annual cycle commences on December 1st and ends on November 30th and all fees/dues are levied on a 'paid in advance' basis.

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- b. Membership dues will be determined on an adhoc basis by the Executive Officers of T².
- c. With exception to visiting teams from other clubs, all other visitors are considered as prospective members.
- d. All Prospective members, guests and visitors are expected to adhere to T²'s constitution and any other policies and procedures, without exception. The person who has invited that individual is expected to have familiarized them with all necessary information.
- e. Any prospective member desiring to become a full member in T² may do so by indicating their desire by payment of dues, or by formally communicating payment terms which have been accepted in writing by an Executive Officer, and by submission of completed application and other forms, and other documentation as may be required.
- f. Honorary membership will not be levied any membership fees, but application for such exemption shall be renewed on an annual basis.
- g. Hardship cases shall be forwarded in confidentiality to T²'s Executive Officers, whereby determination shall be judged on its merit.
- h. Restructuring of dues will be established at T²'s Annual General Meeting or by the majority vote of officials at a General Meeting.
- i. Any member of T² wishing to terminate membership may do so by notifying the Secretary. Dues for fees paid through the year will not be refunded except in the cases where a member initiates voluntary termination due to circumstances beyond their control. Executive officers will assess the validity of the reasons provided and determine eligibility for up to a 25% refund of the member's fees for the current period. This partial refund will only apply if the voluntary termination of membership takes place on or before the commencement of the third quarter of the year.
- j. Dues paid in advance of the next annual cycle will be refunded in full following termination, provided such termination has been established before the commencement of the applicable annual cycle.
- k. There will be a waiver of all internal tournament fees for officers of T² as well as for major contributors to tournament proceedings, which will be determined by vote of the Executive officers.

12) TERMINATION

- a. Any previous member of T² whose dues for a new annual cycle are in arrears 60 days will have that membership terminated from that point on.
- b. Reinstatement as a member will require an additional 30 day waiting period and may be subject to a re-instatement processing fee as determined by T²'s Executive.
- c. A membership may be considered for termination for cause, upon presentation of a substantiated complaint submitted by anyone, to the Chairperson, or Deputy Chairperson, or Secretary. Any such event will be treated with strict confidence.
- d. Termination will be executed only by a majority vote of T²'s Executive Officers, after which the member in question will be notified in writing of their termination. Should the member facing termination be an Executive officer of T², then the termination will be executed only by a unanimous vote of remaining T² Executive Officers.

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- e. Players exhibiting unacceptable behavior at practice sessions or T² sponsored activities will be subject to disciplinary action as T²'s Executive Officers see fit. Unacceptable behavior would include, but not be limited to behavior detrimental to the welfare and reputation of T² or the spirit of the sport of table tennis (e.g., damaging of T²'s or venue's equipment, acting in a manner that would endanger others present, use of profane language, etc.), and/or malicious damage of the venue/assets/facilities, and/or breach of T²'s established code of conduct.
- f. Smoking and/or alcoholic beverages will not be allowed in the playing area of any practice session, clinic, match or tournament. Furthermore, alcoholic beverages or any form of substance abuse, or sports doping will not be permitted anywhere near the facilities, not even in the parking area of the venue.
- g. Any appeals against loss of the benefits of membership or against termination of membership shall be formally submitted to the Chairperson, who will nominate and appoint a body of an equal number of T²'s Executive Officers and an equal number of members, to determine the validity of the appeal. The Chairperson shall interview affected parties in the presence of said body, and shall eventually require the body to vote on a ruling. The ruling of the majority of such body shall be final and binding. The affected member shall have their membership suspended from the time of their termination/suspension up to the time said body has ruled.

13) PROPER EQUIPMENT AND ATTIRE

- a. Equipment used and clothing worn by members of T², while participating in sanctioned matches or tournaments, will be of colour, type, quality, markings and branding as approved by T² Executive Officials.

14) EQUIPMENT USAGE LIMITATIONS

- a. Any equipment belonging to T² will be for use by members, prospective members and T² guests.
- b. Other parties wishing to use the equipment must seek approval of T², as determined by the Executive Officers on the merit of the request.
- c. The attendance and oversight of at least one officer is a pre-requisite for any T² hosted club session where any equipment belonging to T² is utilized. Such officer is expected to have displayed competency and experience in managing and conducting such sessions previously.

15) DISSOLUTION

- a. Dissolution of T² will be initiated by a two-thirds majority vote of the Active and privileged membership, after proper notification.
- b. Upon dissolution, the Secretary and Treasurer will prepare an inventory of all equipment and statement of funds belonging to T². The equipment and monies owned by T² will be transferred by vote of all regular members present and entitled to vote at the final meeting.
- c. If T² closes down, it must first prioritize paying off all its debts. After doing this, if there is property or money left over it should not be paid or given to it's members, it should be given in some way to another nonprofit club or organization that has similar objectives. The participants of the specific general meeting can decide which organization or club this should be.

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16) VERSION HISTORY

Version	Created / Updated by	Comments / Notes
V1.00	Mohamed Mansoor	Initial version
V1.01	Mohamed Mansoor	Aligned clauses with office resolutions until 20 Dec 2022
V2.01	Mohamed Mansoor	Aligned clauses with DSD recommendations on NPO ACT No 71 of 1997
V2.02	Mohamed Mansoor	Added "Associate Membership" option
V2.03	Ishaq Ahmed Seedat	Reviewed alterations of V2.02
V2.04	Mohamed Mansoor	Expanded and Enhanced based on Office Meetings and Experience of the past two years (2023/2024) Expanded organization structure to accommodate multiple venues or branches.
V2.05	Mohamed Mansoor	As agreed on SGM held 2026-04-13 @ 20:00, with the following in attendance: Mohamed Mansoor, Amaarah Ally Kola, Iman Ally Kola & Zeiboonisha Mehtar.

17) SIGNATORIES

Signed at **Suleiman Nana Memorial Trust Community Centre, 65 on Foyle Avenue, Crosby**

As Chairperson

_____ Full Name(s): _____ Date: _____

As Deputy Chairperson

_____ Full Name(s): _____ Date: _____

As Secretary

_____ Full Name(s): _____ Date: _____

As Treasurer

_____ Full Name(s): _____ Date: _____

As Witnesses

_____ Full Name(s): _____ Date: _____

_____ Full Name(s): _____ Date: _____

_____ Full Name(s): _____ Date: _____

Initialed by: Chairperson: _____ Deputy Chairperson: _____ Secretary: _____ Treasurer: _____